

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
RICHARDSON BAY SANITARY DISTRICT

January 24, 2017

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, January 24, 2017. The place of meeting was the Richardson Bay Sanitary District office at 500 Tiburon Boulevard, Tiburon, California.

The meeting was called to order by President Slavitz at 4:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Board Members present: Jeff Slavitz, Sue Benvenuti, David Eklund, Ron Kosciusko

Board Members absent: Frank Trusheim

District Staff present: Johnny Tucker, District Manager
Paula Pfeffer, Recording Secretary

District Staff absent: None

Guests present: None

2. APPROVAL OF AGENDA ORDER

The motion to accept the agenda order M/S Eklund, Benvenuti passed unanimously.

3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

No members of the public were present.

4. CONSENT CALENDAR

The Consent Calendar was approved, M/S Kosciusko, Benvenuti the motion passed unanimously.

5. OLD BUSINESS

a. Policy Manual Review

Director Kosciusko informed the Board that he is still working on the policy manual revision. Once a draft is completed by Director Kosciusko, he will have it distributed to the Board for review. There is no estimated time for this draft.

b. Website Review

The meeting to review the website and go over proposed changes with Bryan Larkin of Larkin Web Consulting has been placed on hold. The Ad Hoc Committee will revisit the scheduling of a meeting at a later date.

The District staff has requested an estimate from Mr. Larkin for the cost of changing website software from Dreamer Weaver to Word Press.

c. Job Descriptions

Director Kosciusko reformatted the job description for the Manager and Office Manager positions and ask staff to review and add all computer software or programs that are being used to complete their tasks.

6. FINANCIAL MATTERS

The financial matters were accepted, M/S Eklund, Kosciusko the motion passed unanimously.

7. SASM REPORT

Director Trusheim was unable to attend the December 15, 2016, SASM meeting.

The SASM Meeting for January 19, 2017 has been cancelled.

8. MARIN LOCAL AGENCY FORMATION COMMISSION – LAFCO

The Board voted unanimously to nominate Lew Kious from the Almonte Sanitary District for the Four-Year Term as Regular Special District Member, M/S Kosciusko, Eklund.

9. MANAGER'S REPORT

A. District Collection System Operations

1. Pump Stations

a) All District Pump Stations are operating smoothly.

2. Line Maintenance

a) There are no SSO's to report this period.

B. General District Operations

1. All other District Operations are running smoothly.

10. NEW BUSINESS/INFORMATIONAL ITEMS

1. President Slavitz reported that he had spoken with Leslie Doyle from the Landmark Society and that she would be contacting the District looking for information about the TG Plant to include in a booklet that she is putting together for a walking tour. Manager Tucker informed the Board that Ms. Doyle had contacted him today and that she met with both himself and Office Manager, Pfeffer this afternoon.

2. President Slavitz informed the Board that he would be out of town for the February 21, 2017 meeting. He asked if the Board would like to reschedule or cancel the meeting. The Board unanimously agreed to cancel the February 21, 2017 meeting.

11. ADJOURNMENT

The motion to adjourn the meeting at 4:38 p.m. was approved unanimously, M/S Kosciusko, Eklund.

Reviewed by _____

APPROVED _____
President

Secretary